

APMP Pacific Northwest BoD Meeting Minutes May 12, 2017

1. Call to Order
2. Roll Call. BoD Members present:

Position	Name	Present (Y/N)
Co-Chair	Candice Ott	X
Vice Chair	Edgardo Berrios	
Treasurer	Ed Feeley	X
Membership	Lauren Deluca	X
Communication	Leigh Ann Newman Meg Whitehouse	X
Marketing Manager	Debbie Crooke	
Programs/Event Coordinator	Sarah Isaacs	
Secretary	Sheri Waldbauer	X
	Michael Hurst (guest)	X

3. Approval of Last Meeting's Minutes
 - a. Approved
4. Introductions to Michael and BoD Members
 - a. Board members introduced themselves to Michael and he provided some information on his background.
5. Candice Transition
 - a. Board R&R and Delegation. Discussed roles and responsibilities of each BoD member.
 - b. Need to set up separate meeting to discuss the aspects of Candice's departure and our next steps.
6. Events
 - a. May Lunch and Learn: Samantha Enslen (Clicks: 91; Registered: 39; Attended: 19). We experienced some technical difficulties - halfway through the webinar we were disconnected. Edgardo was able to restart the webinar, but need to figure out how to avoid this in the future.
 - b. Surveys – we were using a survey tool from Candice's work. Candice is going to try to get the questions and survey answers from her previous position. We will go back to our SurveyMonkey account. New password and info is in BaseCamp. Candice will get survey for May L&L tomorrow.
 - c. June Coffee Talk (7 registers): summer time tips. Candice will not be able to host this Coffee Talk. Someone will need to facilitate this. We should ask Heather (scholarship winner) to attend. Sheri will not be able to attend, hopefully Edgardo will be able to in order to discuss National. Lauren will reach out to Heather about attending this Coffee Talk and discuss National.
 - d. July Lunch and Learn (6 registers): Colleen Jolly and Creativity on Demand



- e. Training Day: Candice connected with BJ Brownie. He would be willing to fly to SEA or POR to do a training in October/November. Announcement will go out today, with a due date of May 19. There will be a reminder in Tuesday's newsletter.
7. Newsletters
- a. May Newsletter – outstanding items
 - i. May Lunch and Learn winner: will try to get this. Candice needs to get survey out. But we may not have it before it's time to send out.
 - ii. Candice rebuilt the National survey in SurveyMonkey. Will get this to Meg tomorrow for May newsletter.
 - iii. Reminder for Training Day.
 - b. June Newsletter – themes and assignments
 - i. Discussed the potential to skip June newsletter and focus on National for July. Also we will be focusing on social media at this time (june). Meg will send out email to group to make sure everyone is good with this.
8. National
- a. Board Presence – Sheri and Edgardo are attending.
 - b. Lee Hendrickson Scholarship winner – Heather. Heather's arrangements have been taken care of.
 - c. Member engagement. Sheri will talk with Edgardo and plan next steps. Sheri or Edgardo should pay for dinner and work with Ed on reimbursement for dinner.
9. To do's:
- a. BoD members to send headshots to Sheri – All DONE
 - b. Update Basecamp for the upcoming year - Sarah
 - c. Add all Lunch and Learns to National website – Debbie
 - d. Discuss PNW APMP website – Lauren/Debbie
 - i. Meg – will send out a couple of questions on our website.
10. Treasury Status
- a. Balance: \$6,863.00
 - b. Should receive another refunds in May.
11. Membership Status - 132 members
12. Health check
- a. Candice – survey tools, she needs help with this.
13. Other
- a. Need to work on a transition plan for Candice and her responsibilities.